



OFFICE OF COMMUNITY DEVELOPMENT

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 580-2233 • Fax (734) 426-5614

PRELIMINARY AND FINAL SITE PLAN REVIEW CHECKLIST AND REVIEW CRITERIA

Each applicant is required to submit certain materials with their Site Plan Review or PUD application. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance and City of Dexter General Code of Ordinances for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. **Failure to submit a complete application can result in delay or denial of the area/site plan.**

Site plans shall always include an overall site plan for the entire development. Sheet size shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" =20' for property less than three (3) acres, or to scale of not less than 1"=100' for property of three (3) or more acres. Sixteen (16) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner must be submitted, along with one (1) set of 11"x 17" plans, including floor plans and color renderings of the building elevation, if applicable.

To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operations; number of units; number of employees on largest shift; number of company vehicles; etc.

Information Required for Preliminary Site Plan Review – Each preliminary site plan submitted for review shall provide the following information at the time of application:

Preliminary Site Plan Review Data Checklist	Submitted	N/A
Cover/Title Page		
Name and address of the applicant and property owner		
Address and common description of property and complete legal description		
Dimensions of land and total acreage		
Zoning on the site and all adjacent properties		
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable		
Name and address of firm or individual who prepared the site plan		
Proof of property ownership		
Site and Zoning Data		
Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site		
Proposed lot lines, lot dimensions, property lines setback dimensions, structures, and other improvements to the site and within 100 feet of the site.		
All existing and proposed easements, including type		
Zoning district of site and all adjacent properties		
Land use of site and all adjacent property		
Proposed use of site		

Preliminary Site Plan Review Data Checklist	Submitted	N/A
Gross and net lot area in acres and square feet, net lot area excluding all existing road rights-of-way as well as that in proposed rights-of-way, required access easements and portions covered by wetlands, bodies of water (including streams, ponds, lakes), and 90% of the area of all existing drainage easements		
Ground floor and total floor area to be constructed		
Lot coverage (ground floor area divided by net lot area)		
Impervious surface (total impervious area and percentage of impervious area to total net lot area)		
Floor area ratio (total floor area divided by net lot area)		
Number and type of dwelling units and density, for residential projects		
Building height, in feet and number of floors		
Required yards		
Natural Features		
General location of existing plant materials, with identification of materials to be removed and materials to be preserved		
Location, sizes, types, and condition of existing trees		
Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a USGS benchmark		
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations		
Wetlands delineated both in the field and on the plan. The existing area must be shown for each wetland. All impacted areas and mitigation areas shall be shown with calculations provided.		
Soils information, location, and extent of soils that are unbuildable in their natural state because of organic content or water table level, based on the Washtenaw County Soil Survey or equivalent information.		
Groundwater information on the site, with supporting evidence including, but not limited to site-specific soils information.		
Access and Circulation		
Location of proposed roads, driveways, parking lots, sidewalks, and non-motorized pathways		
Calculations for required number of parking and loading spaces, location, and layout		
Fire protection plan		
Landscape Plans		
General landscape plan, including location and type of all proposed shrubs, trees, and other live plant material.		
Existing live plant material to remain, and if material will be applied to landscaping requirements		
Existing and proposed topography, by contours, correlated with the grading plan		
Location of all proposed improvements, as shown on the site plan		

Preliminary Site Plan Review Data Checklist	Submitted	N/A
Building, Structure, and Miscellaneous Site Information		
Location, height, and outside dimensions of all proposed buildings and structures		
Location of any outdoor sales or display area		
Information Concerning Utilities, Drainage, and Related Issues		
Location of existing and proposed sanitary sewer systems		
Location of existing and proposed water mains, water service, and fire hydrants		
Site grading, drainage patterns, and other stormwater management measures		
Stormwater drainage and retention/detention calculations		
Location of storm sewers and drains		
Location of above and below ground gas, electric, and telephone lines, existing and proposed		
Additional Information Required for Multiple-Family Residential Development		
The number and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.)		
Density calculations by type of residential unit (dwelling units per acre)		
Additional Study (as required by the Zoning Administrator)		
Traffic Study	As required by Zoning Administrator	
Environmental Assessment	As required by Zoning Administrator	
Noise	As required by Zoning Administrator	
Additional Study	As required by Zoning Administrator	

FINAL SITE PLAN REVIEW CHECKLIST

Each applicant is required to submit certain materials with their Site Plan Review or PUD application. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance and City of Dexter General Code of Ordinances for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. **Failure to submit a complete application can result in delay or denial of the area/site plan.**

Site plans shall always include an overall site plan for the entire development. Sheet size shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" = 20' for property less than three (3) acres, or to scale of not less than 1" = 100' for property of three (3) or more acres. Sixteen (16) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner must be submitted, along with one (1) set of 11" x 17" plans, including floor plans and color renderings of the building elevation, if applicable.

To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operations; number of units; number of employees on largest shift; number of company vehicles; etc.

Information Required for Final Site Plan Review – Each final PUD/Site Plan submitted for review shall provide the following information at the time of application:

Final Site Plan Review Data Checklist	Submitted	N/A
Cover/Title Page		
Name and address of the applicant and property owner		
Address and common description of property and complete legal description		
Dimensions of land and total acreage		
Zoning on the site and all adjacent properties		
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable		
Name and address of firm or individual who prepared the site plan		
Proof of property ownership		
Site and Zoning Data		
Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site		
Proposed lot lines, lot dimensions, property lines setback dimensions, structures, and other improvements to the site and within 100 feet of the site.		
All existing and proposed easements, including type		
Zoning district of site and all adjacent properties		
Land use of site and all adjacent property		
Proposed use of site		
Gross and net lot area in acres and square feet, net lot area excluding all existing road rights-of-way as well as that in proposed rights-of-way, required access easements and portions covered by wetlands, bodies of water (including streams, ponds, lakes), and 90% of the area of all existing drainage easements		
Ground floor and total floor area to be constructed		
Lot coverage (ground floor area divided by net lot area)		
Impervious surface (total impervious area and percentage of impervious area to total net lot area)		
Floor area ratio (total floor area divided by net lot area)		
Number and type of dwelling units and density, for residential projects		
Building height, in feet and number of floors		
Required yards		
Natural Features		
General location of existing plant materials, with identification of materials to be removed and materials to be preserved		
Location, sizes, types, and condition of existing trees		
Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a USGS benchmark		

Final Site Plan Review Data Checklist	Submitted	N/A
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations		
Wetlands delineated both in the field and on the plan. The existing area must be shown for each wetland. All impacted areas and mitigation areas shall be shown with calculations provided.		
Soils information, location, and extent of soils that are unbuildable in their natural state because of organic content or water table level, based on the Washtenaw County Soil Survey or equivalent information.		
Groundwater information on the site, with supporting evidence including, but not limited to site-specific soils information.		
Access and Circulation		
Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements		
Driveways and intersections within 250 feet of the site		
Location of proposed roads, driveways, parking lots, sidewalks, and non-motorized pathways		
Cross-section details of proposed roads, driveways, parking lots, sidewalks, and non-motorized paths illustrating materials and thickness		
Dimensions of acceleration, deceleration, and passing lanes		
Calculations for required number of parking and loading spaces, location, and layout		
Dimensions of parking spaces, islands, circulation aisles, and loading zones		
Fire protection plan		
Traffic regulatory signs and pavement markings		
Landscape Plans		
General landscape plan, including location and type of all proposed shrubs, trees, and other live plant material.		
Existing live plant material to remain, and if material will be applied to landscaping requirements		
Existing and proposed topography, by contours, correlated with the grading plan		
Location of all proposed improvements, as shown on the site plan		
Planting list for proposed landscape materials, with caliper size or height of material, root ball type, method of installation (planting/staking details), botanical and common names, spacing, and quantity		
Irrigation system plan for watering and draining landscape areas		
Sections, elevations, plans, and details of landscape elements, such as berms, walls, ponds, retaining walls, and tree wells.		
Proposed means of protecting existing plant material during construction		
Proposed dates of installation		
Landscape maintenance schedule		

Final Site Plan Review Data Checklist	Submitted	N/A
Building, Structure, and Miscellaneous Site Information		
Location, height, and outside dimensions of all proposed buildings and structures		
Building floor plans and total floor area		
Details on accessory structures and any screening		
Location, size, height, and lighting of all proposed site and wall signs		
Building façade elevations for all sites, drawn at an appropriate scale		
Description of exterior building materials and colors (samples may be required)		
Location of exterior lighting (site and building lighting)		
Lighting details, including size, height, initial lumen rating, type of lamp, method of shielding, type of lens, and depiction of lighting pattern for all site and building lighting		
Lighting photometric grid overlaid on proposed site plan showing light intensity (in foot-candles) on site and 10 feet beyond parcel lines		
Location of trash receptacle(s) and transformer pad(s) and method of screening		
Location of any outdoor sales or display area		
Information Concerning Utilities, Drainage, and Related Issues		
Location of existing and proposed sanitary sewer systems		
Size of existing and proposed sanitary sewer systems		
Location of existing and proposed water mains, water service, and fire hydrants		
Size of existing and proposed water mains, water service, and fire hydrants		
Site grading, drainage patterns, and other stormwater management measures		
Stormwater drainage and retention/detention calculations		
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume, and outfalls		
Location of storm sewers and drains		
Size of storm sewers and drains		
Location of above and below ground gas, electric, and telephone lines, existing and proposed		
Location of transformers and utility boxes		
Assessments of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable		
Additional Information Required for Multiple-Family Residential Development		
The number and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.)		
Density calculations by type of residential unit (dwelling units per acre)		
Garage and/or carport locations and details, if proposed		
Mailbox clusters		

Final Site Plan Review Data Checklist	Submitted	N/A
Location, dimensions, floor plans, and elevations of common building(s) (e.g. recreation, laundry, etc.), if applicable		
Swimming pool fencing detail, including height and type of fence, if applicable		
Location and size of recreation and open space areas		
Indication of type of recreation facilities proposed for recreation area		
Additional Study (as required by the Zoning Administrator)		
Traffic Study	As required by Zoning Administrator	
Environmental Assessment	As required by Zoning Administrator	
Noise	As required by Zoning Administrator	
Additional Study	As required by Zoning Administrator	

CRITERIA FOR SITE PLAN REVIEW

The Planning Commission (and City Council) shall review the site plan to ensure that it complies with all of the criteria below:

1. General.

- a. The proposed development shall be consistent with the general principles and objectives of the adopted City Master Plan, the subdivision ordinance, and all applicable building codes.
- b. All elements of the site plan shall be designed to take into account the site's topography, existing historical and architectural features, the size and type of lot, the character of adjoining property, and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

2. Building Design. The building design shall relate to the surrounding environment in regard to texture, scale, mass, proportion, and color. High standards of construction and quality materials will be incorporated into the new development.

3. Preservation of Significant Natural Features. Judicious effort shall be used to preserve the integrity of the land, existing topography, and natural features, in particular woodlands, MDEQ designed/regulated wetlands, and, to a lesser extent, wetlands which are not regulated by the MEDQ.

4. Landscaping. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. Landscaping shall be provided and designed in accordance with the provisions of Article VI, Landscaping Standards.

5. **Streets.** All streets shall be developed in accordance with the City of Dexter Subdivision control Ordinance and Engineering Standards.
6. **Access, Driveways, and Circulation.** Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided and shall meet the following criteria:
 - a. Drives, streets, parking, and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points.
 - b. All driveways shall meet the design and construction standards of the City.
 - c. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets, particularly left turns into and from the site.
 - d. For uses having frontage and/or access on a major traffic route, as defined in the City of Dexter Master Plan, the number design, and location of access driveways, and other provisions for vehicular circulation shall comply with the provisions of Section 5.10 Access Management.
7. **Emergency Vehicle Access.** All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the City fire and police departments.
8. **Sidewalks, Pedestrian, and Bicycle Circulation.**
 - a. The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and sidewalks/pedestrian or bicycle pathways in the area in accordance with City of Dexter Non-Motorized Pathways Plan.
 - b. A pedestrian circulation system shall be separated from vehicular circulation systems.
 - c. In order to ensure public safety, special pedestrian measures, such as crosswalks and crossing signals, other such facilities may be required in the vicinity of primary and secondary schools, playgrounds, local shopping areas, fast food/service restaurants, and other high-traffic areas of pedestrians or bicycles.
9. **Barrier-Free Access.** The site has been designed to provide barrier-free parking and pedestrian circulation.
10. **Parking.** The number and dimensions of off-street parking spaces shall be sufficient to meet the maximum standards outlined in Article V, Parking and Loading. However, where warranted by overlapping or shared parking arrangements, the Planning Commission may reduce the required number of parking spaces as permitted in Section 5.01.G, Flexibility in Application and Section 5.09 Village Commercial (VC) District Parking.
11. **Loading and Storage.** All loading and unloading areas and outside storage areas shall be screened, as determined by the Planning Commission, in accordance with Article VI, Landscaping Standards.
12. **Soil Erosion Control.** The site shall have adequate lateral support so as to ensure that there will be no erosion of soil or other material. The final determination as to adequacy of, or need for, lateral support shall be made by the City Engineer.
13. **Utilities.** Public water and sewer facilities shall be available or shall be provided for by the developer as part of the site development, where such systems are available.

14. Stormwater Management.

- a. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater which complements the natural drainage patterns and wetlands, prevent erosion and the formation of dust. Sharing of stormwater facilities with adjacent properties shall be encouraged. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.
- b. Storm water detention, retention, transport, and drainage facilities shall be designed to conserve and enhance the natural storm water system on site, including the storage and filtering capacity of wetlands, watercourses, and water bodies, and/or the infiltration capability of the natural landscape. Storm water facilities shall not cause flooding or the potential for pollution of surface or groundwater, on-site or off-site. Storm water facilities shall conform to the requirements of the Washtenaw County Water Resource Commissioner. Deviations from the Washtenaw County Water Resource Commissioner standards may be permitted upon review and approval by the City Engineer.

15. Lighting. Exterior lighting, in accordance with Section 3.19, shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.

16. Noise. The site has been designed, buildings so arranged, and activities/equipment programmed to minimize the emission of noise, particularly for sites adjacent to residential districts.

17. Mechanical Equipment and Utilities. Mechanical equipment and utilities, roof, building- and ground-mounted, shall be screened in accordance with the requirements of Article VI, Landscaping Standards.

18. Waste Receptacles. Waste receptacles shall be provided as required in Section 3.16, Dumpster and Waste Receptacles.

19. Signs. The standards of Article 7 must be met.

20. Hazardous Materials or Waste. For businesses utilizing, storing or handling hazardous material such as automobile service and automobile repair stations, automobile body repair stations, dry cleaning plants, metal plating industries, and other industrial uses, documentation of compliance with state and federal requirements shall be provided.

21. Industrial site plan requirements.

- a. Site plan proposals for new or expanded industrial development shall comply with the site plan requirements in Articles XVI, I-1, Limited Industrial District and XVII, RD Research and Development District.
- b. In order to plan for and accommodate new industries in the City of Dexter, the following information shall be provided for all proposed industrial businesses. An industrial activity statement is required in conjunction with site plan review. An industrial activity statement is also required for a new industry prior to occupying an existing building, even if a formal site plan review is not required. Responses shall be submitted on company letterhead, signed, and dated by the chief executive of the proposed facility.
 - i. Business name.
 - ii. Business mailing address.
 - iii. Business phone no., fax no., and emergency phone no.

- iv. If a subsidiary, the name and address of the parent company.
 - v. The names and titles of individuals involved in management of the business in the City of Dexter.
 - vi. A detailed description of the business to be located in the City of Dexter, including, at minimum, the following information (this information, including the levels of emissions and discharges specified will become a part of the approved site plan, and may be used by the city to monitor compliance with the approved site plan):
 - (1) The types of industrial processes to be used.
 - (2) The products to be created.
 - (3) Identification of chemicals, hazardous substances, flammable or combustible liquids, pesticides, fertilizers, and oil products to be used, stored, or produced.
 - (4) Description of the type and maximum level of any air contaminants or air emissions to be produced by the industrial processes, and description of the measures to be taken to protect air quality.
 - (5) Description of the type and maximum amount of wastewater to be produced, and description of the measures to be taken to prevent discharge of pollutants into or onto the ground.
 - (6) Description of the type and level of noise to be created by the industrial processes, and description of any noise abatement measures to be taken
 - vii. If the business is relocating from another municipality, the addresses of previous location(s).
 - viii. The expected daily hours of operation.
 - ix. The days of the week when expected to be in operation.
 - x. Number of employees expected at the facility.
 - xi. Indication whether the business has been cited within the past five years, in any form or manner, by any governmental authority for violation of any laws and regulations, including environmental laws and regulations, and indication whether the business had any permits revoked because of noncompliance with governmental regulations, with detailed explanation.
 - xii. Indication whether, in the past five years, any employees sustained on-the-job disabling injuries or injuries necessitating recovery lasting more than two weeks, or whether any employees have been killed on the job, with detailed explanation.
 - xiii. Indication whether there are any special fire protection devices or measures required by this business, with detailed explanation.
 - xiv. Indication whether there are any special waste treatment procedures or measures required by this business, with detailed explanation.
- c. **Certification Statements.** In the letter containing the above information, the following statement shall be inserted prior to the signature by the chief executive officer of the City of Dexter facility:

- i. I hereby swear or affirm that I have sufficient knowledge concerning the proposed business to provide the information provided herein and that this information is true and accurate. I further swear or affirm that I have the authority to sign this document on behalf of the applicant.
 - ii. I acknowledge that the information contained in this document is required under the City of Dexter Zoning Ordinance and shall become a part of our site plan review application. I acknowledge that any omission or material misrepresentation as to the information contained herein shall be cause for denial of the application, and if the omission or material misrepresentation is discovered subsequent to site plan approval, for revocation of that site plan approval. I acknowledge that any operations of the business that are inconsistent with or in conflict with the information presented herein shall constitute a violation of the Zoning Ordinance, and shall be subject to the penalties and corrective action specified in the Zoning Ordinance.
- d. **Other Agency Reviews.** *The applicant has provided documentation of compliance with other appropriate agency review standards, including, but not limited to, the MDEQ, MDOT, Washtenaw County Road Commission, Washtenaw County Water Resources Commission, Washtenaw County Health Department, and other Federal and State agencies, as applicable.*